

VILLAGE OF COTTAGE GROVE PUBLIC WORKS, PROPERTIES & SUSTAINABILITY COMMITTEE MEETING MINUTES OF MARCH 7, 2023

1. **Call to Order.** The hybrid meeting was called to order at 6:00 p.m. by Murphy.
2. **Determine that a quorum is present, and that the agenda was properly posted.**

It was determined that a quorum was present, and that the agenda had been properly posted. Committee members present were Chairperson Heidi Murphy, Jim Elmore, Mike Hackel, Nicholas Hess, and Larry Kieck. Andy Eberhardt and Ryan Minor were absent. Staff present were Deputy Administrator JJ Larson, Public Works Director Brian Peterson, Village Engineer Josh Straka, Streets Superintendent Dave Viken and Utility Clerk Kristen Krause. Two representatives from Waste Management were also in attendance.
3. **Public Appearances – Public’s opportunity to speak to Committee Members about any item that is not a specific agenda item.**

No public in attendance.
4. **Old Business**
 - a. **Update on Bike and Pedestrian Comprehensive Plan.**

The Communication Manager that was assisting with the plan no longer works here, so Larson will be working on updating the document going forward.
 - b. **Update on solar panels for the Municipal Services Building.**

Straka reported that a contract for the work is in place and that the solar company will be working with Alliant Energy for the installation of the panels. The dates for the project are planned for April 3-20. Murphy suggested the committee host a ribbon cutting ceremony once the panels are installed.
 - c. **Discuss and consider direction on Forest Ridge Green Space/Donkel.**

No new update at this time as Peterson is still collaborating with our legal team.
 - d. **Discuss potential material handling site.**

Peterson is working with Strand on a design. Looking to add this item on at the end of the facility study with FGM.
5. **New Business**
 - a. **Discuss E-Waste collection operational change.**

Crystal Knipp and Tim Miller of Waste Management were present to discuss a possible change in the E-Waste collection this year. They are proposing having a two-day weekend drop off event instead of curbside collection during the week. With the weekend drop, the Village would be expected to help staff the drop off event and secure items overnight. Knipp explained that if a curbside collection was preferred, only one day could be allotted due to staffing shortages. Committee members discussed the pros and cons of both types of collection and decided to have Peterson and our legal team check into the Village’s contract with Waste Management regarding E-Waste collection. They also requested that Miller provide a cost for having a drop off event. No formal action was taken.
 - b. **Update mailbox policy.**

Peterson explained that our current mailbox policy was out of date for both costs and equipment. With the new proposed policy, the Village would reimburse a resident up to \$75 if it were deemed that the Village was responsible for the damage and if certain criteria were met. **Motion** by Elmore to approve the new mailbox policy as presented. At this time, Hess recommended increasing the reimbursement maximum. **Motion** amended by Hackel, seconded by Kieck, to approve the new mailbox policy with an amended reimbursement of up to \$100. Motion carried with a unanimous voice vote of 5-0-0.

c. Discuss SolSmart.

No update at this time.

d. Discuss potential certifications for buildings and/or LEED incentive.

No update at this time.

e. Update on CG Commons dog park.

No update at this time.

f. Public Works staff recruitment update.

Peterson introduced the new Streets Superintendent Dave Viken, who was recently chosen out of ten qualified applicants.

6. Engineers Report

Shady Grove Subdivision

At this time, the developer and RG Huston Company, Inc. (RG Huston) have not requested Substantial Completion for the development. There are a handful of restoration items, including completion of the infiltration basins and surface course of asphalt, that will occur in 2023. A few potholes have opened up in the development this winter that were temporarily fixed and will be addressed in spring 2023.

In the upcoming months, Strand will review the lift station pumping and electrical components now that it is online and communicating with the Village's SCADA system.

Authentix Cottage Grove

In reviewing the sanitary sewer televising video, two of the gravity sewers mainlines appeared to have dips. The developer cleaned the sewer and re-televised. There are two areas that will need to be repaired in spring 2023.

Remaining public works improvements at this development include paving of the parking lot for the Village's dog park and restoration within the right-of-way and along the large east retaining wall. Dormant seeding occurred for parts of the restoration in November 2023. The asphalt work will be completed in spring 2023

Other Development Projects

Strand noticed large amounts of sediment in the Cottage Grove Commons storm basins and has asked the developer to survey the bottom of the basin to see if it needs to be dredged due to construction site sediment runoff.

Zilber Property Group submitted its Traffic Impact Analysis in early February 2023. Strand and Dane County provided comments to the development team for incorporation. Strand has not received an updated drawing submittal since the first Precise Implementation Plan submittal in December 2022.

Johnson Health Tech and Supreme Structures resubmitted their civil plan set and associated stormwater management documents for review in December 2022. Strand has not received an updated drawing submittal since the last comments were sent to the development team in December 2022.

One Community Bank submitted an updated site drawing for Plan Commission reapproval mid-February 2023. Strand did not have any concerns with the updated site drawings.

Erosion Control Checks

Dane County will be taking over all erosion control checks for all Village development projects. Dane County will also be issuing the land disturbance permits

Village Public Works Projects

The only remaining item to be completed on the CTH N Urbanization construction project is the installation of the Rectangular Rapid Flashing Beacons at the intersection of Limestone Pass.

7. Directors Report

Peterson reported that the Public Works Department will be receiving the new radios for staff by the end of March 2023. He also noted that the Department recently purchased an electric snow thrower.

Peterson addressed how the Village could attain a better purchasing position for vehicles in the future and what he found was that the Village would need to commit to a vehicle purchase by August of the year prior to the next fiscal year. The status of the two $\frac{3}{4}$ ton pickups that were approved for purchase is that neither are slated for production yet by Ford.

Peterson also reported that the Department is seeing an increase in requests for use of our message boards. He looked to the committee for guidance on how to proceed with approval of those requests. Committee members agreed that message board use approval should be granted by both Peterson and the Public Works Committee Chairperson.

Rain barrels and compost bins are once again available for purchase. Rain barrels can be purchased online and compost bins can be purchased over the phone or at our office. On April 22, from 10am-1pm at the Cottage Grove Elementary School, both barrels and bins will be distributed. Also at that time, any extra barrels or bins can be purchased on site.

This summer, the Department will be utilizing the MG kids that are supervised by Mike Mayfield, to help with projects on Village property.

The recent re-structuring of the Village departments and staff was discussed, with congratulations going to Larson and Peterson on their recent promotions.

8. Approve the minutes of the November 1, 2022, Public Works & Properties Committee meeting.

Motion by Hackel, seconded by Hess, to approve the November 1, 2022 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 4-0-1, Elmore abstaining.

9. Approve the minutes of the January 4, 2023, Public Works & Properties Committee meeting.

Motion by Hackel, seconded by Hess, to approve the January 4, 2023 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 5-0-0.

10. Set tentative date for next meeting.

The next meeting will be in-person/hybrid and scheduled for **Tuesday, April 11, 2023**, at 6:00 pm at Village Hall.

11. Future Agenda Items

- Update on Bike/Pedestrian Plan
- Update on solar panels for MSB
- Update on vehicle purchases

12. Adjournment

Motion by Elmore, seconded by Hackel, to adjourn at 7:09 pm. Motion carried with a unanimous voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: 4/11/23

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim discussion of the subjects and conversations that took place.